

Notice of Funding Opportunity

**HS Wisconsin Elections Commission Elections Security
Upgrades 2022**

**Applications must be submitted through
Egrants on or before November 30, 2022**



Contact Information for this Notice of Funding Opportunity

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Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

Egrants Help Desk: 608-242-3231 or WEMEgrants@egrannts.us
The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: <https://wem.egrannts.us/egmis/documents/EgrantsExternalUserGuide5-2-201-Final.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

WEM Egrants website: <https://wem.egrannts.us>

Requirements for Federally Funded Grants

Unique Entity Identifier and System for Award Management (SAM):

All applicants for this grant opportunity must be registered in SAM before submitting an application; and continue to maintain an active SAM registration with current information at all times during the period of performance for the grant. WEM's website has a helpful guide for SAM registration. [UEI External Fact Sheet \(wi.gov\)](#). **WEM cannot award a grant until the applicant has complied with all applicable SAM requirements. Please contact the assigned Program Manager if need assistance.**

National Cybersecurity Review (NCSR)

All Homeland Security Grant Program recipients and subrecipients must complete the NCSR no later than the federal deadline (February 28) of every year during the grant performance period. Successful completion of the NCSR is a requirement before closeout.

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Description: Funds will be used to purchase endpoint monitoring, managed device access tools, and ePollbook Network Modernization to safeguard the statewide voter registration database and election management system. Remote endpoint testing will enable the WEC to ensure systems accessing the statewide system meet advanced compliance checks and minimum standards. Endpoint testing will further permit the WEC to identify security concerns and to assist local election officials with remediation. Endpoint testing will include a security application compliance check, OS compliance check, vulnerability assessment, software patching check, malware detection, removable media control, and configurable reporting tools.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: November 30, 2022

Project Start Date: January 1, 2023

Project End Date: December 31, 2023

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

Program Reports Frequency must be submitted Quarterly

Financial Reports Frequency must be submitted Quarterly

Equipment grants will require an Inventory Report in addition to program and financial report. **An Inventory Report must be submitted prior to grant closeout and final reimbursement.**

Anticipated Funding Amount: As approved by the Funding Advisory Working Group, the anticipated dollar amount available under this funding opportunity is **\$100,000.00**, depending upon WEM's receipt of the federal executed award.

Match/Cost Sharing Requirement: None

Eligibility: The Wisconsin Elections Commission is the only eligible applicant.

Eligible Expenses: Eligible Expenses: Funding may be used for Equipment identified on the FEMA Homeland Security Grant Program Authorized Equipment List (AEL). [Authorized Equipment List | FEMA.gov](#).

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

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Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. Plain language that clearly describes the intent of the project is most effective.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?)”

There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

2. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

3. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Equipment: Homeland Security equipment grants require that all equipment (regardless the cost) be entered in this category so that applicants can select from authorized equipment lists. Equipment is defined as items used for prevention, emergency response, and recovery operations.

4. Budget Narrative

Describe how the funds will be used, including what programs will be implemented using this grant funding.

5. Core Capabilities

Choose a primary core capability for the project. Select as many secondary core capabilities as applicable for the project.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions.

1. National Cybersecurity Review (NCSR)

All Homeland Security Grant Program recipients and subrecipients must complete the NCSR no later than the federal deadline (February 28) of every year during the grant performance period. Successful completion of the NCSR is a requirement before closeout.

2. Equipment Training

All personnel who utilize equipment purchased with funds from this grant must receive training either through the equipment vendor or other competent source specific to that piece of equipment before it is put into service. The sub-recipient is required to maintain proper training records.

3. Equipment Maintenance and Disposal

Equipment shall be maintained and available to use as intended by the grant for the duration of its useful life. The sub-recipient is required to maintain proper equipment records. Sub-recipient seeking to dispose or transfer ownership of equipment must contact Wisconsin Emergency Management (WEM) Homeland Security Staff to obtain the Homeland Security Equipment Disposition Form, and further directions. If approved, the sub-recipient must maintain records of any equipment disposal or transfer of ownership. Any proceeds from the sale of equipment at or near the end of its useful life will be considered program revenue and must be reinvested into eligible homeland security expenses.

4. Sustainment Costs

Agencies that accept funding are responsible for all sustainment costs.

5. Procurement

Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR § 200.318-326.

6. Grant modification

Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason.

Request for Reimbursement

Payments will be made on a reimbursement basis only. Requests for reimbursement are made by submitting a Fiscal Report in Egrants. Guidance regarding requirements and process is accessible through the Egrants Job Aid for Fiscal Reports: <https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf>

In addition to the standard requirement of a signed Reimbursement Request form and itemized invoices/receipts, **additional documentation** required for this specific grant include the following:

- ☒ proof of payment

Request for Award Modification

Requests for an award modification may be submitted to WEM for the following circumstances:

1. Change of signing official, fiscal officer, or project director.
2. Requesting a change in the award amount or returning the award.
3. Requesting an extension of the performance period. Extensions will be considered on a case-by-case basis.
4. Changing the scope of the project.

Requests for modifications must be submitted via Egrants. All modification requests will be reviewed by the WEM assigned Program Manager and Fiscal contact for approval. All final grant modification decisions will be made by the WEM Administrator. Modifications are not considered authorized until WEM provides a signed Grant Adjustment Notification (GAN); **any related expenses incurred prior to receipt of a signed GAN are not eligible for reimbursement.**

Additional Resources

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <https://dma.wi.gov/DMA/wem/>
- WEM Grant Administration tools: <https://wem.wi.gov/admin-tools/>
- WEM Egrants Job Aid for Fiscal Reports: <https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf>

- Egrants (User Guide available on Log-in screen): <https://wem.egrants.us/>
 - Online Help is available in many areas of the Egrants system – watch for the “Help” buttons. Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM. Email: WEMEgrants@egrants.us
- Exercise forms and Policy Directives are available in WebEOC® > Advanced File Library > WEM External Policy Directives.
 - 5005.4.3 AAR and IP Template
 - 5005.4.4 Supplemental Exercise Form

